

## APPLICATION FOR RECORDS RETENTION SCHEDULE

ENTION SCHEDULE OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

Department of Archive Attention: Scheduling S	•	ds Management Division	, 330 Capitol A	Avenue, Atlanta, Gi	eorgia, 30334,
FOR AGENCY USE	1. Agency Address	er en de la Parent met en empalgrafelière mone de 1986 en de marie en		FOR RECORDS M	IANAGEMENT USB
Application Date		•	7	Application Number	
2/23/81	<u> </u>	Commissioner		81-	144
Application Number	238 State (			Date Received	Date Completed
	Hulanda, Ge	eorgia 30334		FEB 2 5 1981	MAR 3 1981
2. Person to Contact Louise Winkles	- Room 241	Working Clerk Adm			Telephone Number 656-2074
3. Action Requested			Kalenda — pozna za. 160		
a. 🖾 Establish Retention	Schedule; record will co	ontinue to accumulate.	•		
b. Dispose of present at					
c. Amend Application					
4. Dates of Series Earliest Latest	5. Hecords Series I iti	e (followed by title used	IN OTTICE; IT GITTE	ORRES PON DE	NCE!
1965 Present	Insurance (	Company Securit	y Deposit	Vr'iles	
6. Division and Office Function					es is created?
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for administerin	g insurance re	elated laws: su	pervising	and licens	ing loan com-
panies making lo and Mobile Home	ans of \$2,500 Sales Regulati	or less; enfor	cing the	State's Fir	e Safety Laws
The Insurance Di					
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insurance relate investigates con	d laws. The laws.	Division also J nts.	icen <b>s</b> es a	gents and c	ompanies and
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with laws and re	gulations. The	nis Division al	.so handle	s security	deposits,
substitutios &	additional sec	curity deposits	for comp	anies licen	sed to do
business in Geor	gia. Hiso, Co	ottecca poud te	es on sec	dilty depos	T 05.
7. Record Series Description	This file contains the Attach samples of ti	e following documents <i>(ii</i> he file	nclude form num	nbe <mark>rs an</mark> d titles, if ar	ny):
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Included are:		•	- -		
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& GID-6C; Resolu	tion, GID-6;	Verifications,	GID-6B.	Corresponde	nce regarding
bond fee payment				,	
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File is arranged:	· · · · · · · · · · · · · · · · · · ·	•		•	
Alphabetically b			and the second of the second o		
8. Monthly Reference Rate		_			່າດ້ອດໃນ
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AR-50-71; Rev. 76		(Over)		<mark>कि के कार्यक्र शहर शहर के क्या कार्यक्र स्वतान के अपनी कि विदेशकों शहरी है।</mark> -	and the state of the second state of the second se

a. Is this the official copy of the series?  If not, where is lif?  X b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.  X c. Is this a vital record?  X c. Is this a vital record?  X e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled sociately?  X f. Is the information contained in this series ever published? If yes, attach copy.  J. Is the information contained in this series ever analyzed and/or recorded in a summarized report?  If yes, attach copy.  A l. Is there a duplication of this series in your office, or in another office or agency?  If yes, where?  J. Is this series for anisor acction of intregularly microfilmed?  J. Is this the frequencents  The following requires the series to be kept:  a. State Law years.  d. Audit period years.  Attach copy or excerpt of laws or regulations. Explain administrative need 20 years.  Attach copy or excerpt of laws or regulations. Explain administrative need 20 years.  Attach copy or excerpt of laws or regulations. Explain administrative need 20 years.  Attach copy or excerpt of laws or regulations. Explain administrative need 20 years.  C. Federal law years.  Attach copy or excerpt of laws or regulations. Explain administrative need 20 years.  C. Federal for administrative preasons for determining amounts of bonds filled and reasons for additions, deletions or changes.  12. Accepted Disposition Instructions  This agency recommends that the file series be cut off at the end of each year month(s) year(s); then  Transfer to State Archives for permanent retention.  Orality:  Cut off files at end of each year ending in 0 and 5; then transfer to State Records Center, hold 20 years; then destroy.
X   c. Is this a vital record?   X   d. Does this series have historical or long term research value?   c. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?   f. Is the information contained in this series are published? If yes, attach copy   f. Is the information contained in this series are published? If yes, attach copy   f. Is the rea a duplication of this series in your office, or in another office or agency?   f. Is there a duplication of this series in your office, or in another office or agency?   f. Is the series a make a post of the resultant will require microfilmed?   f. Is this series for a make a post of the requirements   The following requires the series to be kept:
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A   If yes, attach coov,   h, is there a duplication of this series in your office, or in another office or agency?   If yes, where?   X   i, is this series for a major portion of it! requirely microfilmed?   X   i, Does the record series result in a comouter printout?     11. Retention Requirements   The following requires the series to be kept:
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a. State Law b. Statute of limitation years. c. Federal law years. d. Audit period years. e. Administrative need 20 years. f. Federal retention instructions years.  Attach copy or excerpt of laws or regulations. Explain administrative need.  Need for administrative reasons for determining amounts of bonds filed and reasons for additions, deletions or changes.  12. Accorded Disposition Instructions This agency recommends that the file series be cut off at the end of each:  Calendar Year; Fiscal Year; Other then Transfer to State Records Center; hold year(s); then Destroy Transfer to State Records Center; hold Other (Specify)  Cut off files at end of each year ending in 0 and 5; then transfer to State Records Center, hold 20 years; then destroy.
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These instructions apply to all prior and future accumulations of the series.
Agency Head/Designee (Signature) Date Records Management Officer (Signature) Date
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Lappy 23-81 per luderon 2.33-81
State Records Committee (Signature) Date
Recommendations in para- graph 12 are approved. State Auditor/Designee 2 3-2-81
of explanation.)  Secretary of State/Designee  Out a 00 H 3-7-8
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Attorney General/Designee Attorney General/Designee Attorney General/Designee 3.3.8/